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## *Come One, Come All, ..... ...to the Ergonomic Chair Show*

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Most Fermilab employees are probably not aware that an extensive display of ergonomic office chairs is available on site in Wilson Hall. If they are, they usually have the misconception that the ergonomic chairs are quite expensive. To get the complete story, come to the weekly chair “show” that is conducted as follows:

- **Day:** Every Monday
- **Time:** 10:00a.m. – 11:30a.m.
- **Location:** Wilson Hall Mezzanine
- **Contact:** Lisa Carrigan (x3185) or Cindy Rogers (x3824, Monday through Thursday, 9:00a.m. - 2:00p.m.)



During the show, participants can try out all the different chairs on display, have all the various features of the chairs explained to them, and have all of their questions answered by Cindy Rogers. Lisa Carrigan is also available if further assistance is required. There are a total of 15 chair models available from 10 suppliers. Some of the chairs are pictured on the pages of this bulletin. Each chair purchased through the chair show is specified to the individual employee's needs.

## ***What A Great Price!***

Because of GSA Contract pricing, the manufacturers and dealers of the ergonomic chairs provide an excellent price break to Fermilab. Experience has shown that a better quality chair, for the same or even less money, can be purchased through the chair show than from an office supply house. Prices generally range from \$300 to \$600, although there are three chairs priced less than



\$300. Eight of the 15 models are less than \$400. These are average prices for each of the models available, but the cost differs depending on the options chosen. The better the grade of fabric, the higher the cost. For example, leather will be much more expensive than if a mid-grade fabric is chosen.

## ***How It Works***

Simply call Cindy Rogers at extension 3824, or Lisa Carrigan at 3185, to inform either of them that you will be attending an upcoming chair show. At the appointed time, come to the Wilson Hall Mezzanine (between the Ground Floor and the Atrium Level) and start trying the myriad of chairs on display. Each chair has a tag affixed to it that among other things provides the price for the chair as seen. Cindy will be on hand to provide an overview of the ergonomic chairs, explain the features of each individual chair, and answer any questions that you may have. After selecting a chair, Cindy will put together the information needed to order the chair. Each chair is made to order for the employee with his/her preference of fabric type and color. A wide selection of fabrics is available for each of the models, but be aware, the fabric grade will have an impact on the cost of the chair.



After a chair is chosen, along with its features and fabric, Cindy prepares a request for quotation from the appropriate furniture dealer. The quote is returned to Cindy who will then verify its accuracy. The quotation is then forwarded to the end user for supervisory approval, budget code and other ordering information. Using this quote, the employee can initiate a Purchase Requisition through their normal channels. A ProCard can also be used to order an ergonomic chair.

## ***An Added Bonus!***

Ergonomic chairs are not the only items available on the Wilson Hall Mezzanine. During the chair show, employees can also peruse various types of keyboard trays, combination keyboard and mouse trays, document holders, and footrests that are available throughout the Mezzanine.



**NOTE:** Any ergonomic chair or other ergonomic equipment purchased through the chair show is considered automatically approved for a ProCard purchase.

*This message should be delivered to all employees via delivery of unaddressed copies to Fermilab mail stations. Suggestions for ES&H Update topics should be directed to Mary Logue at [grace@fnal.gov](mailto:grace@fnal.gov) or X6329.*